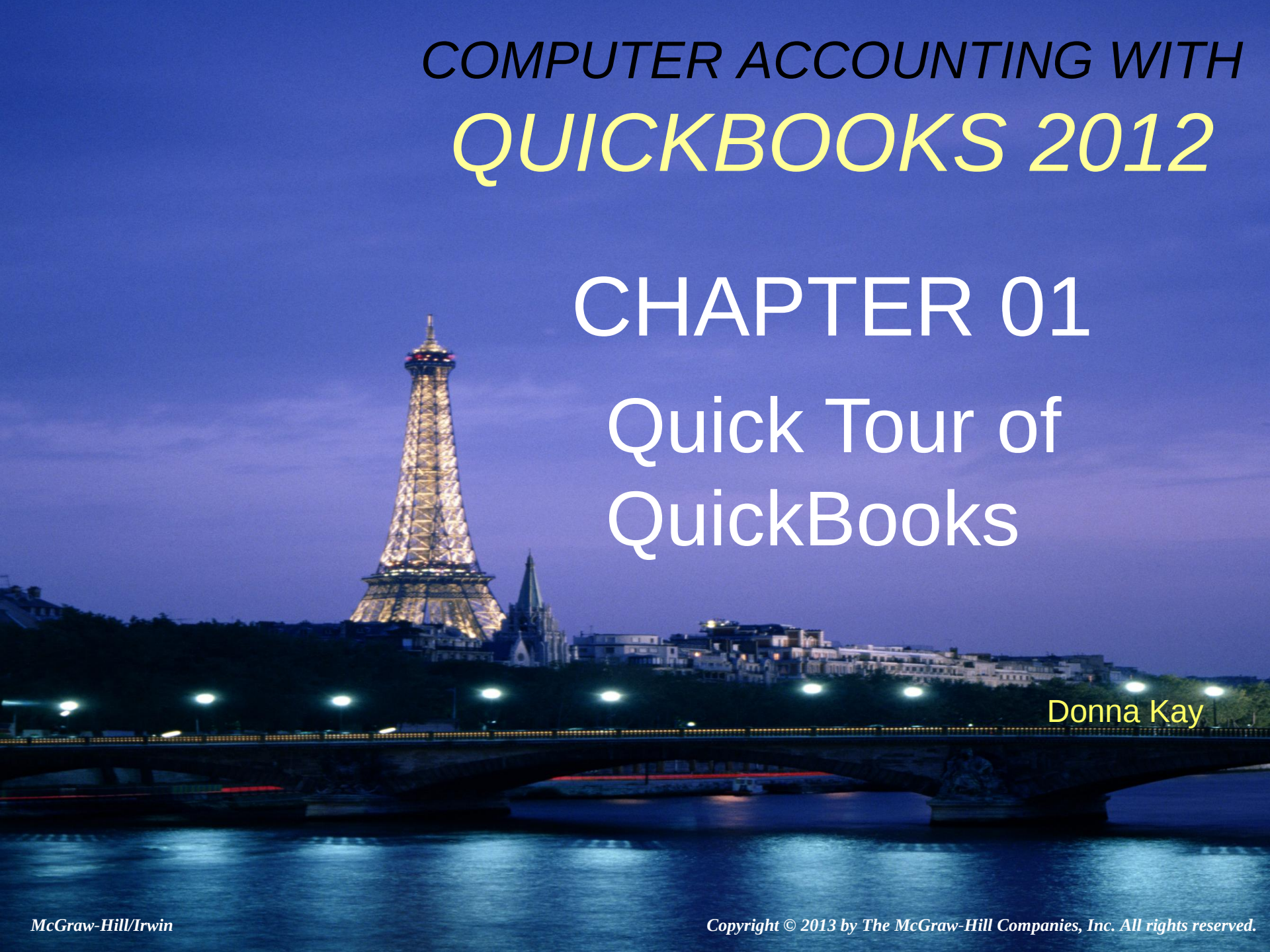


A nighttime photograph of the Eiffel Tower in Paris, France, illuminated with golden lights. The tower stands prominently against a dark blue twilight sky. In the foreground, a bridge with streetlights spans the water, and the city lights of Paris are visible in the background.

COMPUTER ACCOUNTING WITH *QUICKBOOKS 2012*

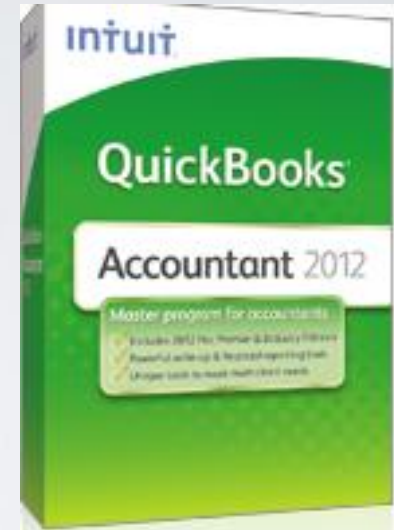
CHAPTER 01

Quick Tour of QuickBooks

Donna Kay

WHY CHOOSE QUICKBOOKS?

- **4 million** users
- **95%** of small business accounting software sales



A tall, illuminated Eiffel Tower at night, viewed from a low angle across a river. The tower is brightly lit with golden lights, and its reflection is visible in the water. The sky is dark blue, and the surrounding city lights are visible in the background.

Two ways to enter transactions in QuickBooks:

1. Onscreen journal

[illegible]

TRANSACTIONS

Two ways to enter transactions in QuickBooks:
2. Onscreen forms

The image shows two overlapping QuickBooks onscreen forms. The background form is the 'Create Invoices' window, and the foreground form is the 'Bill Payments(Check) - Checking' window.

Create Invoices Window:

- Customer: Job [Kitchen Up...]
- Class: [Cook, Brian:Kitchen]
- Remodel: [Remodel]
- Invoice**
- BILL TO**
- Brian Cook
345 Cherry Lane
Middlefield CA 94482
- ITEM DESCRIPTION QUAN... U/M
- Appliance Gas Rangetop
- Appliance Double oven
- Customer Message []
- Tax [San Domin...]
- Buttons: To be printed, To be e-mailed, Add Time/Costs..., Apply Credits..., Pay...
- Customer Tax Code [Tax]
- Memo []
- Buttons: Save & Close, Save & New, Revert

Bill Payments(Check) - Checking Window:

- Bank Account: [10100 - Checking]
- Ending Balance: 46,969.10
- Buttons: Previous, Next, Save, Print, Find, History, Journal, Attach
- Pay to the Order of: [East Bayshore Tool & Supply]
- No. 511
- Date: 12/15/2013
- \$ 696.52
- Six hundred ninety-six and 52/100***** Dollars
- Address: East Bayshore Tool & Supply
5111 N. Grand Ave
E. Bayshore, CA 92781
- Memo []
- Buttons: Order Checks
- Bills paid in this transaction: [] Online Bank Pmt [] To be printed
- Table:

P...	Date Due	Vendor	Ref. No.	Bill ...	Amt. ...	Disc. Date	Amt. Paid
✓	12/31/2014	East Bayshore Tool & Su...		696.52	696.52		696.52

- Buttons: Clear Splits, Recalculate, Discounts, Save & Close, Revert



CREATE AN ACCOUNTING SYSTEM USING QUICKBOOKS

Step 1: Create a new company data file.

Step 2: Create a chart of accounts.

Step 3: Create lists:

- Customer list
- Vendor list
- Item list
- Employee list
- Other

CREATE AN ACCOUNTING SYSTEM USING QUICKBOOKS

Step 4: Enter transactions using an onscreen journal or onscreen form.

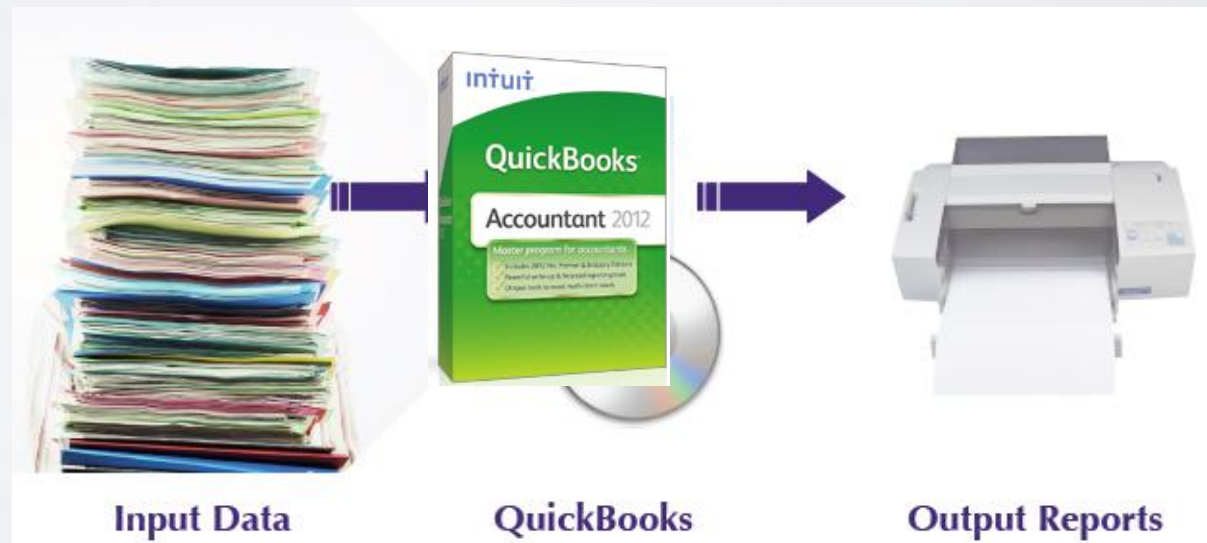
The screenshot displays three overlapping QuickBooks windows. The background window is 'Make General Journal Entries', showing a table with columns for Account, Debit, Credit, and Memo. The 'Create Invoices' window is in the top right, showing an invoice for 'Brian Cook' with a date of 12/15/2013 and an invoice number of 1098. The 'Bill Payments(Check) - Checking' window is in the foreground, showing a check for \$696.52 payable to 'East Bayshore Tool & Supply' dated 12/15/2013. The check number is 511. The window also shows a table of bills paid in this transaction.

P...	Date Due	Vendor	Ref. No.	Bill ...	Amt. ...	Disc. Date	Amt. Paid
✓	12/31/2014	East Bayshore Tool & Su...		696.52	696.52		696.52

CREATE AN ACCOUNTING SYSTEM USING QUICKBOOKS

Step 5: Prepare reports.

- Balance sheet
- Income statement
- Statement of cash flows



QUICKBOOKS NAVIGATION

Icon bar



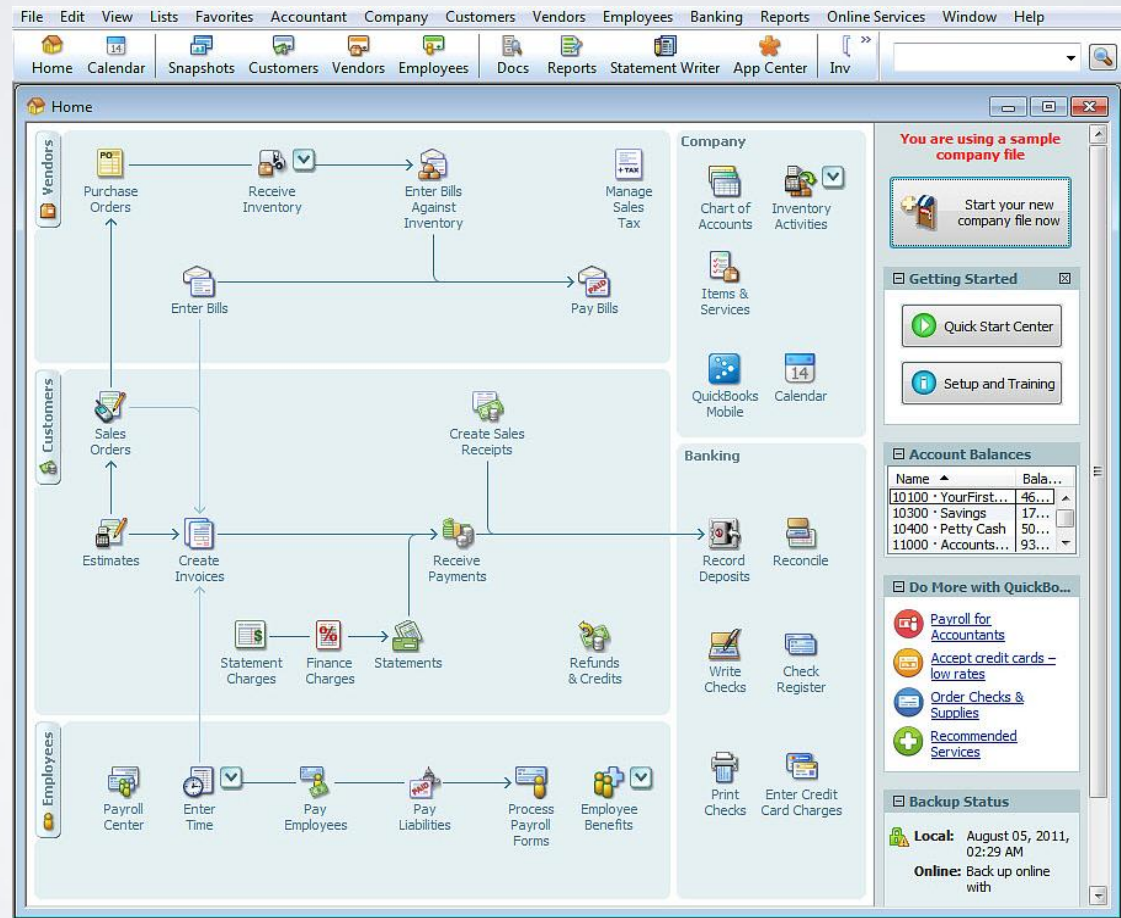
QUICKBOOKS NAVIGATION

Menu bar

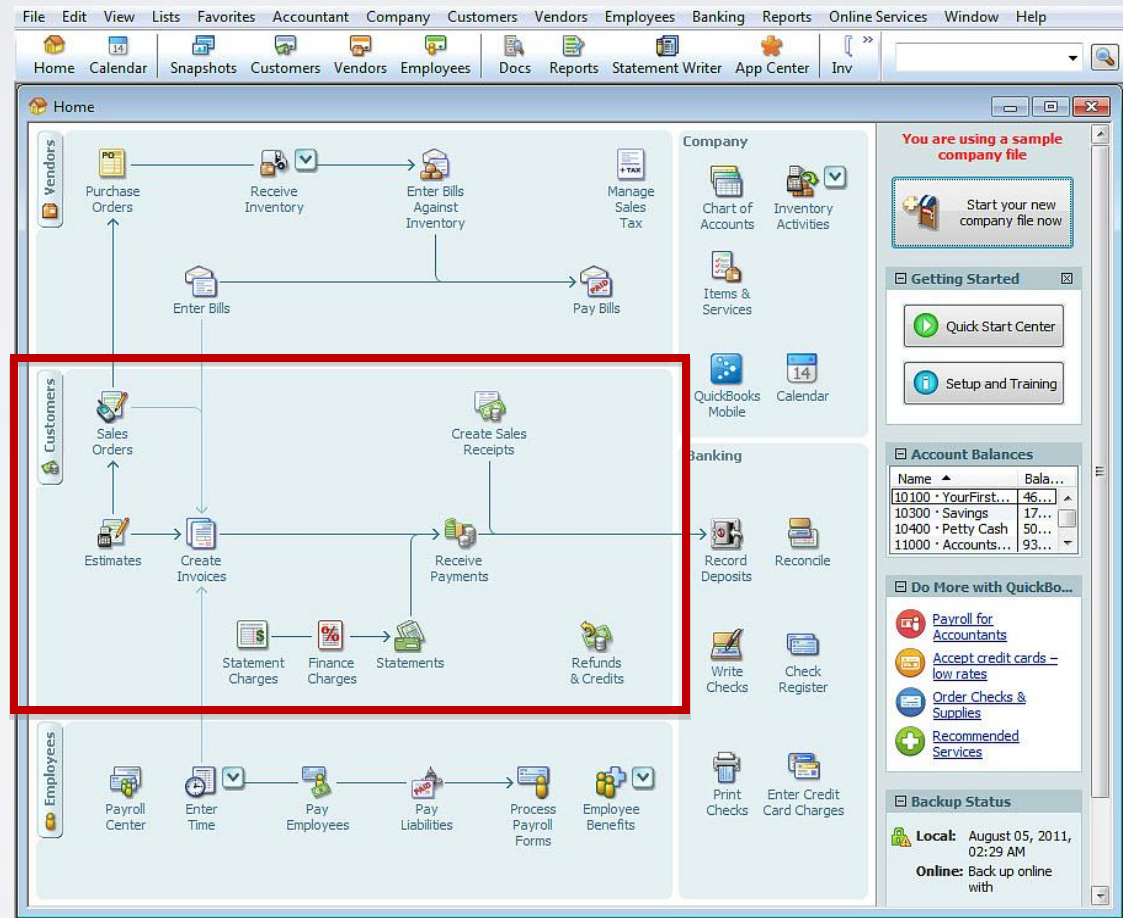
File Edit View Lists Favorites Accountant Company Customers Vendors Employees Banking Reports

QUICKBOOKS NAVIGATION

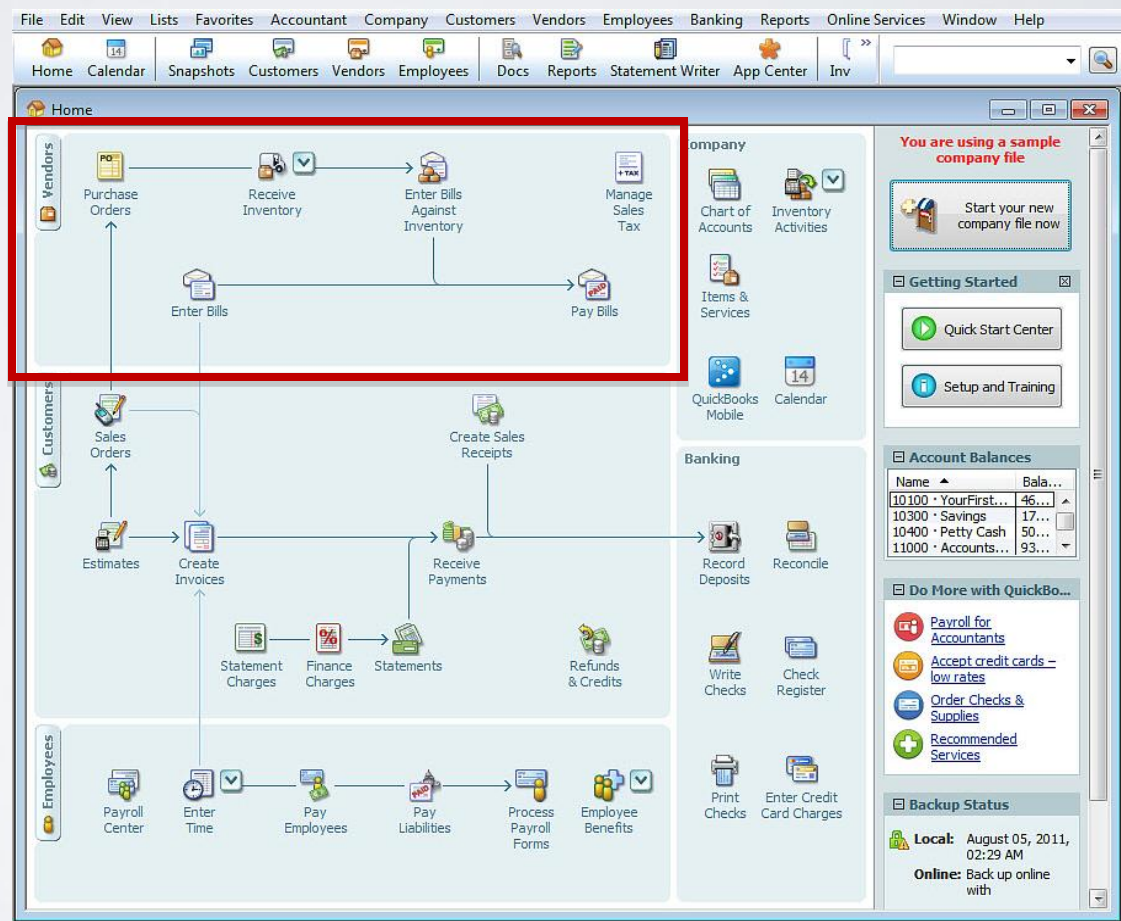
Home page



HOME PAGE CUSTOMERS

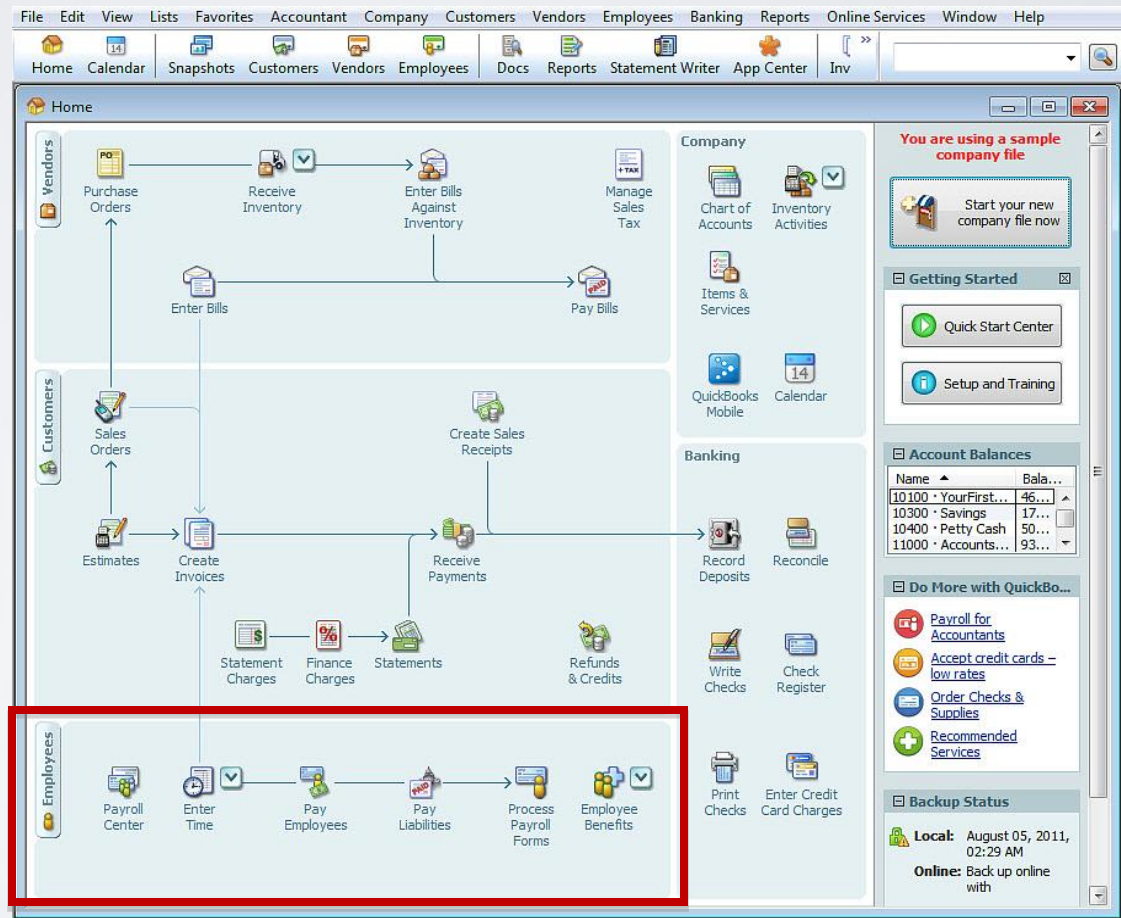


HOME PAGE VENDORS

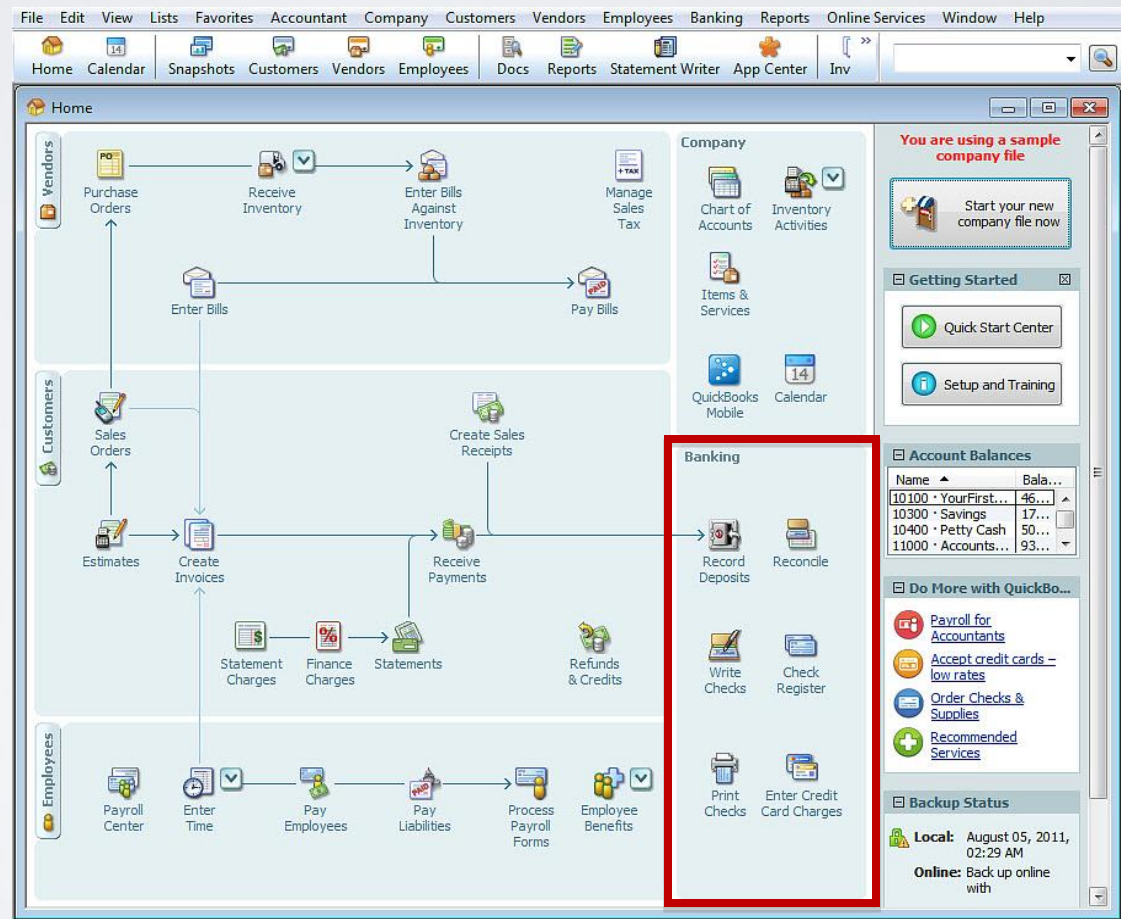


HOME PAGE

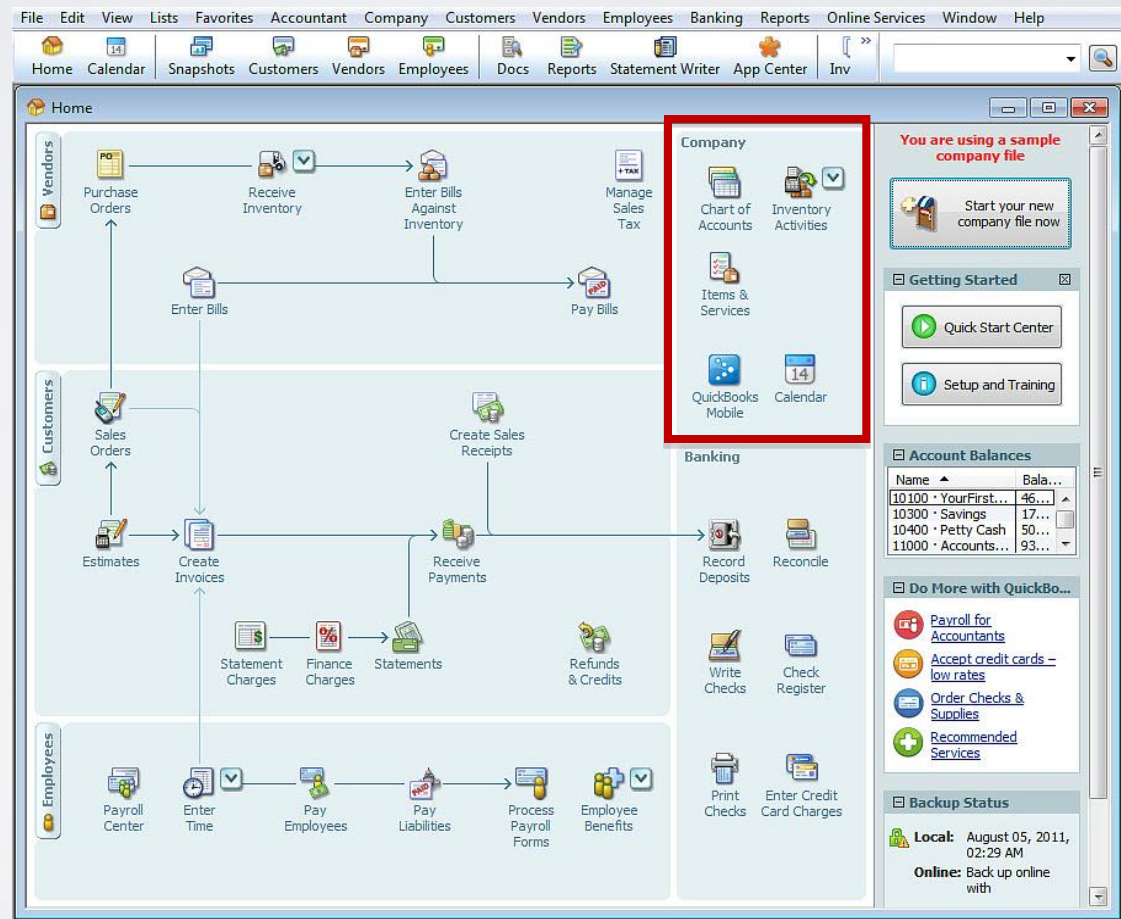
EMPLOYEES



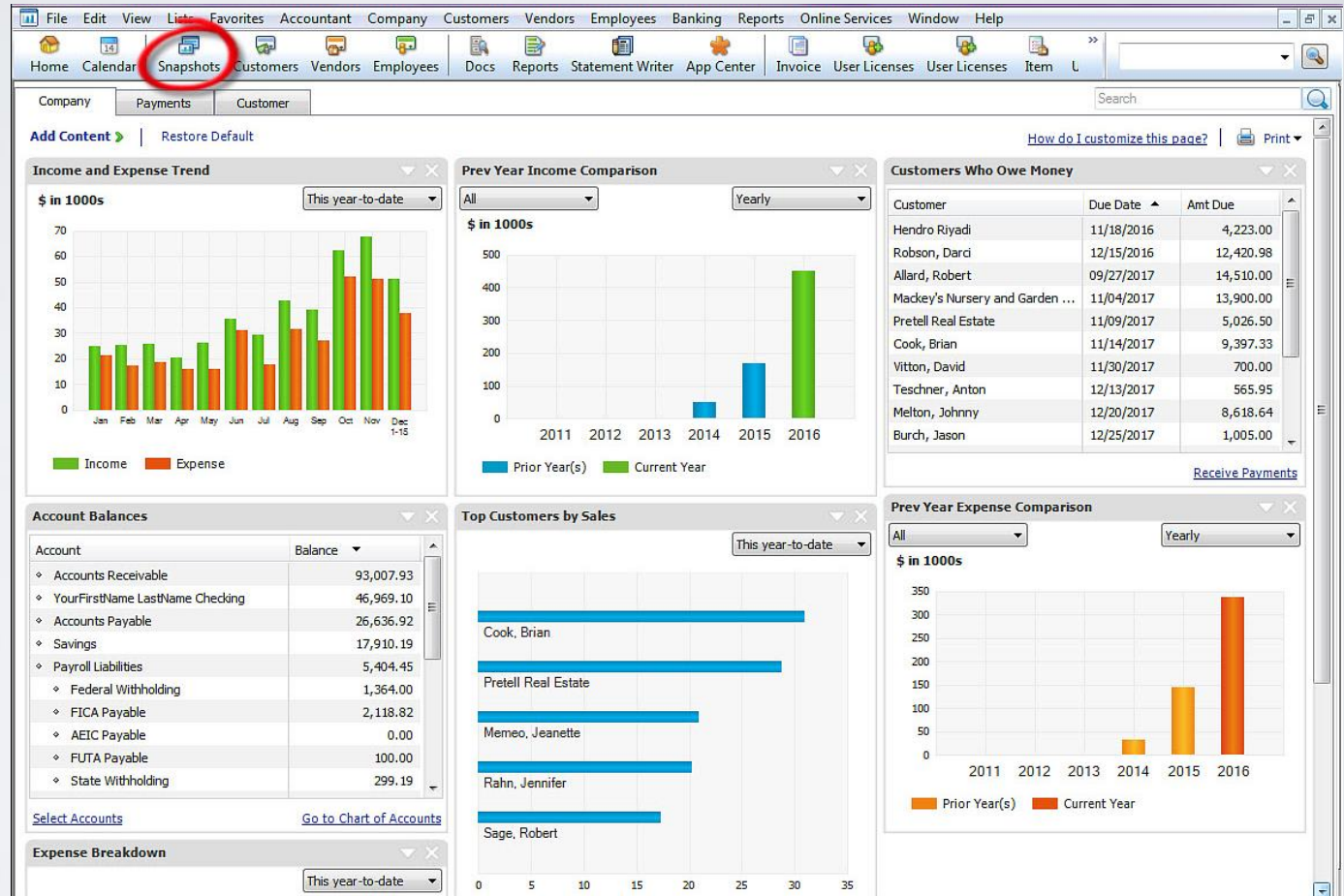
HOME PAGE BANKING



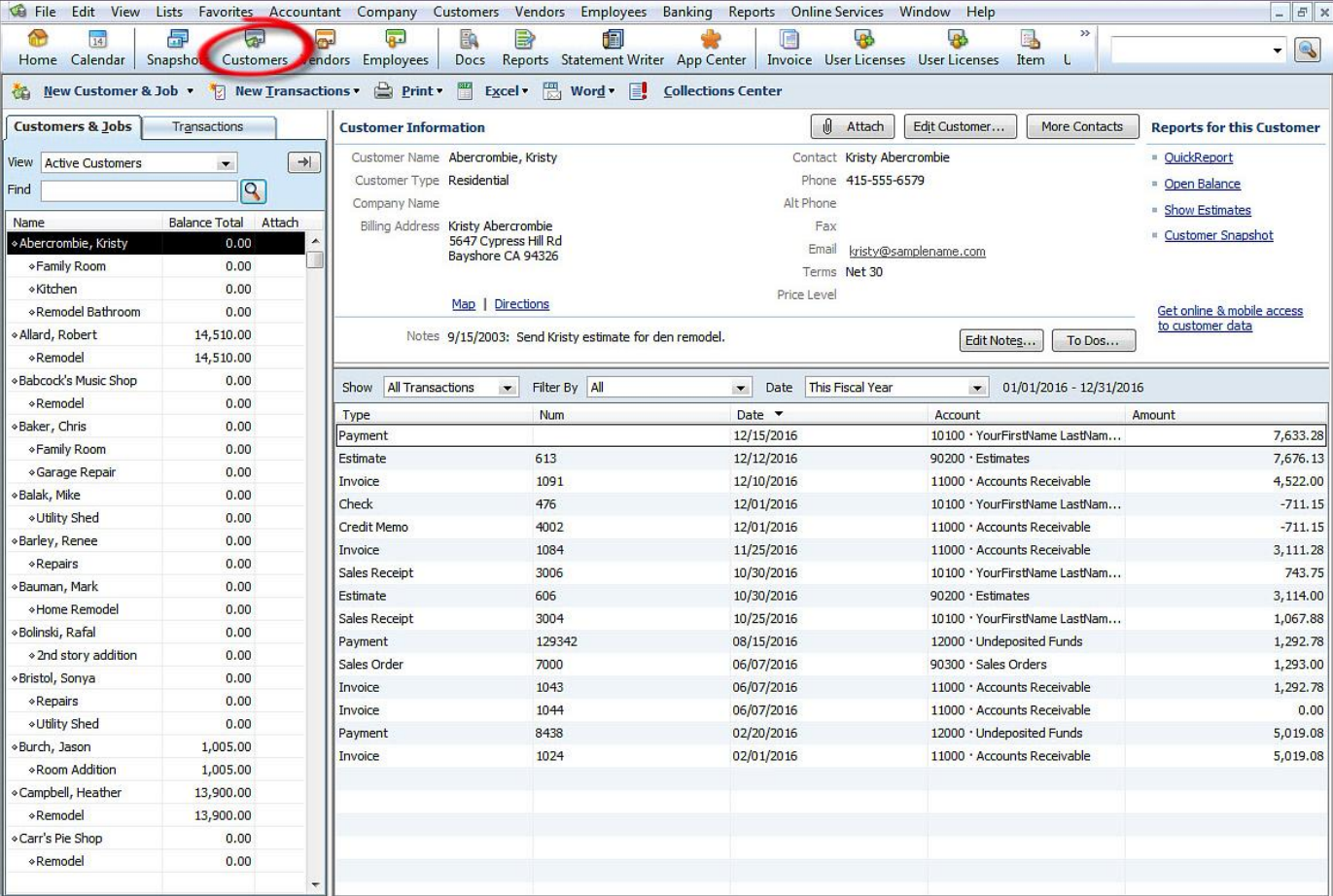
HOME PAGE COMPANY



COMPANY SNAPSHOT



CUSTOMER CENTER



Customers & Jobs | Transactions

View: Active Customers | Find: [Search]

Name	Balance Total	Attach
▶ Abercrombie, Kristy	0.00	
▶ Family Room	0.00	
▶ Kitchen	0.00	
▶ Remodel Bathroom	0.00	
▶ Allard, Robert	14,510.00	
▶ Remodel	14,510.00	
▶ Babcock's Music Shop	0.00	
▶ Remodel	0.00	
▶ Baker, Chris	0.00	
▶ Family Room	0.00	
▶ Garage Repair	0.00	
▶ Balak, Mike	0.00	
▶ Utility Shed	0.00	
▶ Barley, Renee	0.00	
▶ Repairs	0.00	
▶ Bauman, Mark	0.00	
▶ Home Remodel	0.00	
▶ Bolinski, Rafal	0.00	
▶ 2nd story addition	0.00	
▶ Bristol, Sonya	0.00	
▶ Repairs	0.00	
▶ Utility Shed	0.00	
▶ Burch, Jason	1,005.00	
▶ Room Addition	1,005.00	
▶ Campbell, Heather	13,900.00	
▶ Remodel	13,900.00	
▶ Carr's Pie Shop	0.00	
▶ Remodel	0.00	

Customer Information

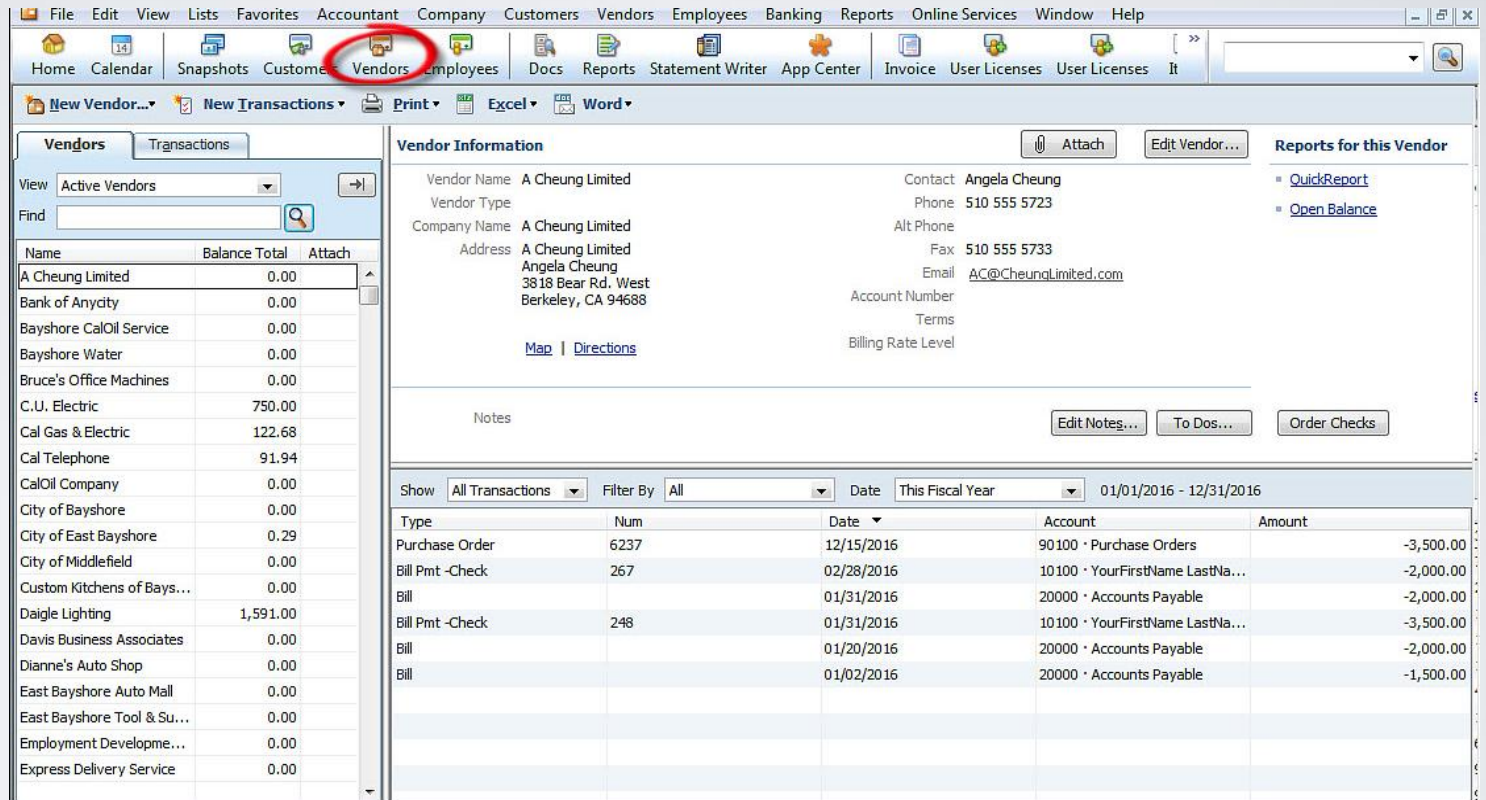
Customer Name: Abercrombie, Kristy | Contact: Kristy Abercrombie
 Customer Type: Residential | Phone: 415-555-6579
 Company Name: | Alt Phone: | Fax: | Email: kristy@samplename.com
 Billing Address: Kristy Abercrombie, 5647 Cypress Hill Rd, Bayshore CA 94326 | Terms: Net 30
[Map](#) | [Directions](#) | Price Level: | [Get online & mobile access to customer data](#)

Notes: 9/15/2003: Send Kristy estimate for den remodel. | [Edit Notes...](#) | [To Dos...](#)

Show: All Transactions | Filter By: All | Date: This Fiscal Year | 01/01/2016 - 12/31/2016

Type	Num	Date	Account	Amount
Payment		12/15/2016	10100 · YourFirstName LastNam...	7,633.28
Estimate	613	12/12/2016	90200 · Estimates	7,676.13
Invoice	1091	12/10/2016	11000 · Accounts Receivable	4,522.00
Check	476	12/01/2016	10100 · YourFirstName LastNam...	-711.15
Credit Memo	4002	12/01/2016	11000 · Accounts Receivable	-711.15
Invoice	1084	11/25/2016	11000 · Accounts Receivable	3,111.28
Sales Receipt	3006	10/30/2016	10100 · YourFirstName LastNam...	743.75
Estimate	606	10/30/2016	90200 · Estimates	3,114.00
Sales Receipt	3004	10/25/2016	10100 · YourFirstName LastNam...	1,067.88
Payment	129342	08/15/2016	12000 · Undeposited Funds	1,292.78
Sales Order	7000	06/07/2016	90300 · Sales Orders	1,293.00
Invoice	1043	06/07/2016	11000 · Accounts Receivable	1,292.78
Invoice	1044	06/07/2016	11000 · Accounts Receivable	0.00
Payment	8438	02/20/2016	12000 · Undeposited Funds	5,019.08
Invoice	1024	02/01/2016	11000 · Accounts Receivable	5,019.08

VENDOR CENTER



Vendors | Transactions

View: Active Vendors

Find: [Search]

Name	Balance Total	Attach
A Cheung Limited	0.00	
Bank of Anycity	0.00	
Bayshore CalOil Service	0.00	
Bayshore Water	0.00	
Bruce's Office Machines	0.00	
C.U. Electric	750.00	
Cal Gas & Electric	122.68	
Cal Telephone	91.94	
CalOil Company	0.00	
City of Bayshore	0.00	
City of East Bayshore	0.29	
City of Middlefield	0.00	
Custom Kitchens of Bays...	0.00	
Daigle Lighting	1,591.00	
Davis Business Associates	0.00	
Dianne's Auto Shop	0.00	
East Bayshore Auto Mall	0.00	
East Bayshore Tool & Su...	0.00	
Employment Developme...	0.00	
Express Delivery Service	0.00	

Vendor Information

Vendor Name: A Cheung Limited
 Vendor Type: [Blank]
 Company Name: A Cheung Limited
 Address: A Cheung Limited
 3818 Bear Rd. West
 Berkeley, CA 94688
[Map](#) | [Directions](#)

Contact: Angela Cheung
 Phone: 510 555 5723
 Alt Phone: [Blank]
 Fax: 510 555 5733
 Email: AC@CheungLimited.com
 Account Number: [Blank]
 Terms: [Blank]
 Billing Rate Level: [Blank]

Notes: [Blank]

Buttons: Attach, Edit Vendor..., Edit Notes..., To Dos..., Order Checks

Reports for this Vendor

- [QuickReport](#)
- [Open Balance](#)

Show: All Transactions | Filter By: All | Date: This Fiscal Year | 01/01/2016 - 12/31/2016

Type	Num	Date	Account	Amount
Purchase Order	6237	12/15/2016	90100 · Purchase Orders	-3,500.00
Bill Pmt -Check	267	02/28/2016	10100 · YourFirstName LastNa...	-2,000.00
Bill		01/31/2016	20000 · Accounts Payable	-2,000.00
Bill Pmt -Check	248	01/31/2016	10100 · YourFirstName LastNa...	-3,500.00
Bill		01/20/2016	20000 · Accounts Payable	-2,000.00
Bill		01/02/2016	20000 · Accounts Payable	-1,500.00

EMPLOYEE CENTER

Employees Transactions Payroll

View: Active Employees

Name	Attach
Dan T. Miller	
Elizabeth N. Mason	
Gregg O. Schneider	

Employee Information

Employee Name: Dan T. Miller Phone: 555-2601

Address: Dan Miller
195 Spruce Ave, #202
Bayshore, CA 94326

Cellular
Alt Phone

[Map](#) | [Directions](#)

Email

Notes

[Attach](#) [Edit Employee...](#)

Reports for this Employee

- [QuickReport](#)
- [Payroll Summary](#)
- [Paid Time Off Report](#)
- [Payroll Transaction Detail](#)

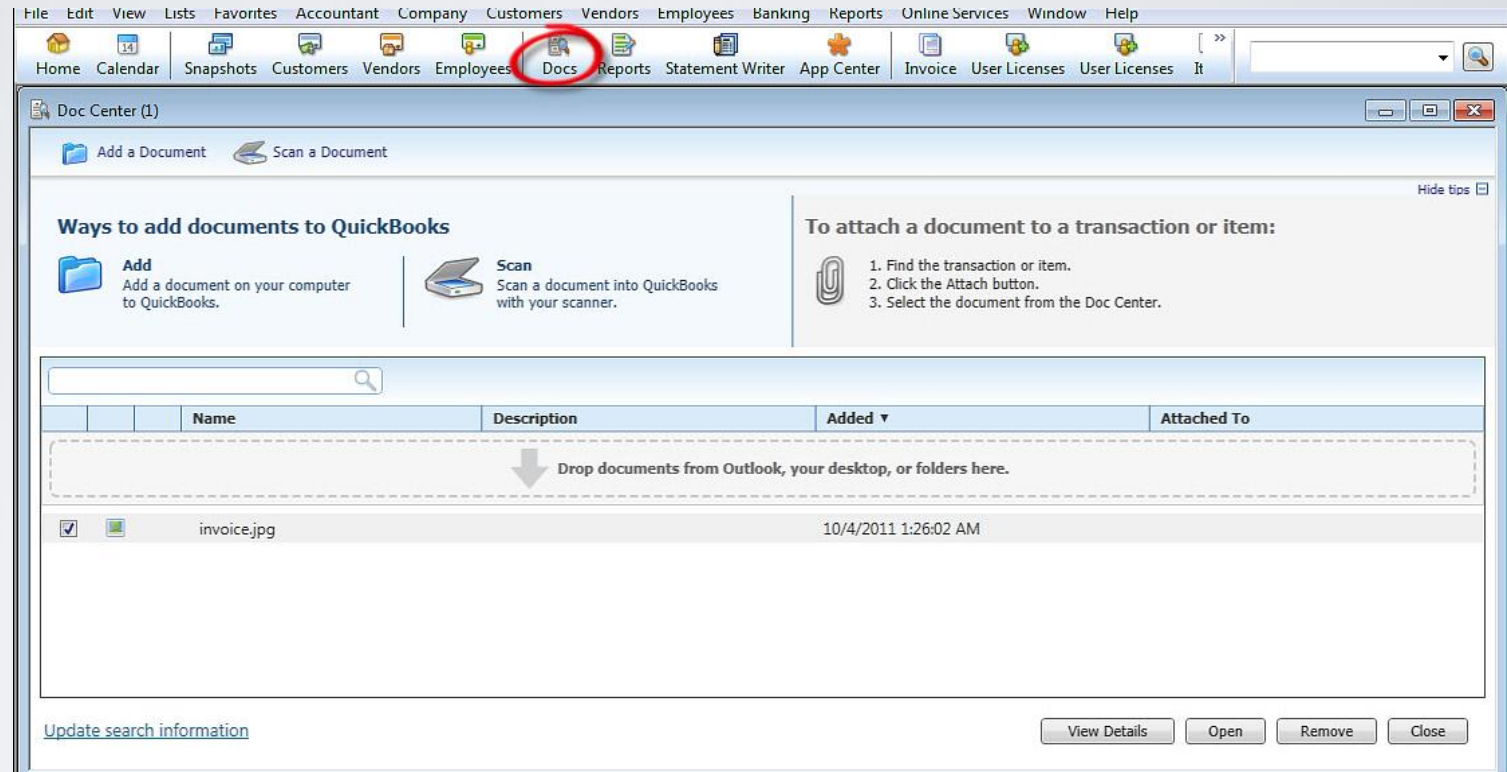
[Pay-as-you-go Workers Comp - Details](#)

[Edit Notes...](#)

Show: All Transactions Date: This Calendar Year 01/01/2016 - 12/31/2016

Transaction Type	Date	Account	Amount
Paycheck	12/15/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	12/15/2016	10100 · YourFirstName LastName Che...	1,350.15
Paycheck	12/01/2016	10100 · YourFirstName LastName Che...	1,325.15
Paycheck	11/17/2016	10100 · YourFirstName LastName Che...	1,324.61
Paycheck	11/03/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	10/20/2016	10100 · YourFirstName LastName Che...	1,299.61
Paycheck	10/06/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	09/22/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	09/08/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	08/25/2016	10100 · YourFirstName LastName Che...	1,299.59
Paycheck	08/11/2016	10100 · YourFirstName LastName Che...	1,299.60
Paycheck	07/28/2016	10100 · YourFirstName LastName Che...	1,299.61
Paycheck	07/14/2016	10100 · YourFirstName LastName Che...	1,299.60

DOCS CENTER



REPORT CENTER

Report Center

Standard | Memorized | Favorites | Recent | Contributed

Search

Company & Financial
Customers & Receivab...
Sales
Jobs, Time & Mileage
Vendors & Payables
Purchases
Inventory
Employees & Payroll
Banking
Accountant & Taxes
Budgets & Forecasts
List
Contractor
Mfg & Wholesale
Professional Services
Retail
Nonprofit

Trial Balance
What is the ending balance for all accounts?

Trial Balance Accountant & Taxes

	Debit	Credit
Checking	24,877.33	
Savings	11,317.22	
Accounts Receivable	2,896.60	
Inventory Asset	13,345.04	
Buildings:Original Cost	245,890.00	
Equipment:Original Cost	2,654.00	1,634.00
Equipment:Depreciation		642.00
Furniture & Fixtures:Original Cost	1,584.00	
Furniture & Fixtures:Depreciation		596.00
Vehicles:Original Cost	6,570.00	
Vehicles:Depreciation		1,382.00
Accounts Payable		15,157.23
Payroll Liabilities		3,440.31
Sales Tax Payable		7,451.65
Mortgage		58,940.00
Net Profit		68,411.00
Opening Bal Equity	0.00	
Owner's Equity		154,960.31
Retained Earnings	3,480.31	
TOTAL	312,614.50	312,614.50

Dates: Last Month 11/01/2016 11/30/2016

Run Fave Help



GO PAPERLESS

Two types of QuickBooks templates:

- **REPORTS Excel templates**

- QB reports exported to Excel
- Example: Trial Balance

- **DOCS Excel templates**

- QB Documents export to Excel
- Example: Invoice, Check



GO PAPERLESS

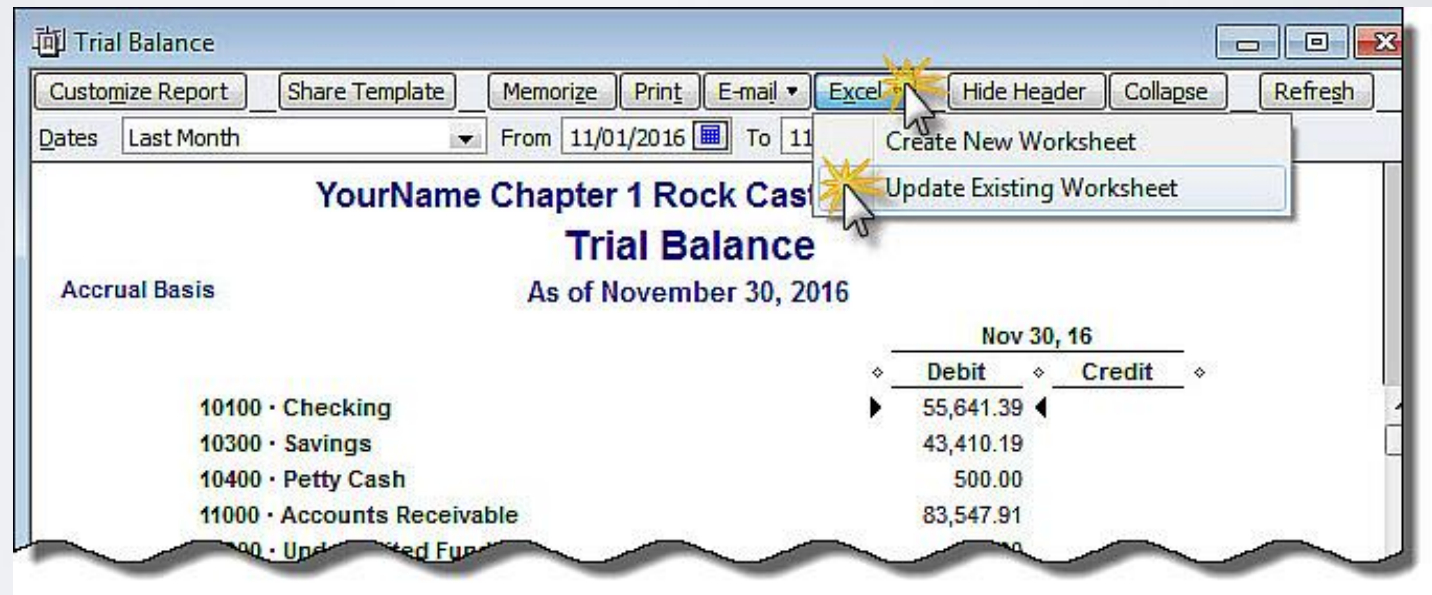
Export QuickBooks Reports to Excel:

- **Download** Go Paperless Reports Excel template (www.myquickbooks.me)
- **Save** workbook as:
YourFirstName YourLastName CH 1 REPORTS

GO PAPERLESS

Export QuickBooks Reports to Excel:

- **Display** Trial Balance on QB screen.
- Select **Excel > Update Existing Workbook**.



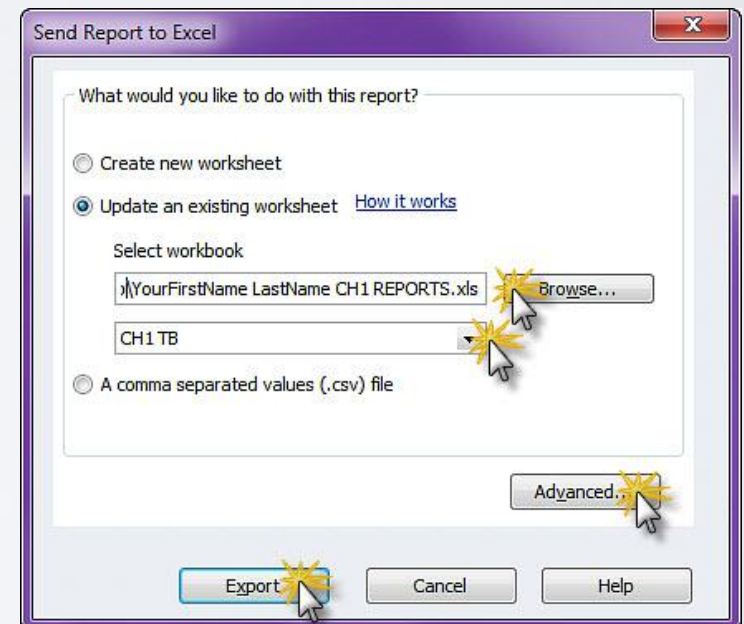
The screenshot shows the QuickBooks Trial Balance report window. The title bar reads "Trial Balance". The menu bar includes "Customize Report", "Share Template", "Memorize", "Print", "E-mail", "Excel", "Hide Header", "Collapse", and "Refresh". The "Excel" menu is open, showing two options: "Create New Worksheet" and "Update Existing Worksheet". The report content displays the title "YourName Chapter 1 Rock Cas" and "Trial Balance" under the "Accrual Basis" and "As of November 30, 2016". The report table shows the following data:

	Nov 30, 16	
	Debit	Credit
10100 • Checking	55,641.39	
10300 • Savings	43,410.19	
10400 • Petty Cash	500.00	
11000 • Accounts Receivable	83,547.91	
12000 • Undeposited Funds		

GO PAPERLESS

Export QuickBooks Reports to Excel:

- Select workbook and sheet.
- Select **Advanced** > uncheck **Include QuickBooks Export Guide worksheet with helpful advice** > OK.
- Select **Export**.



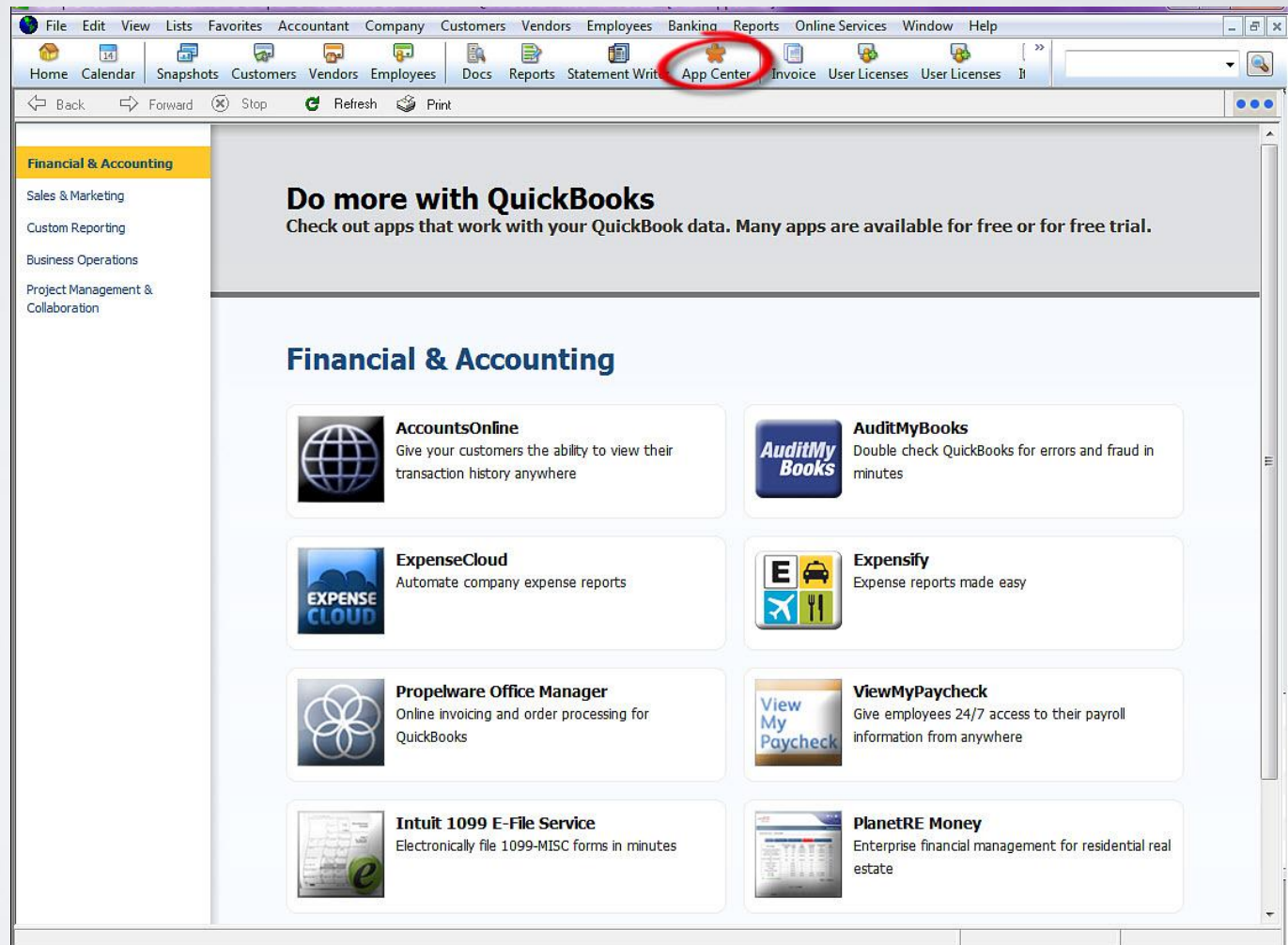


GO PAPERLESS

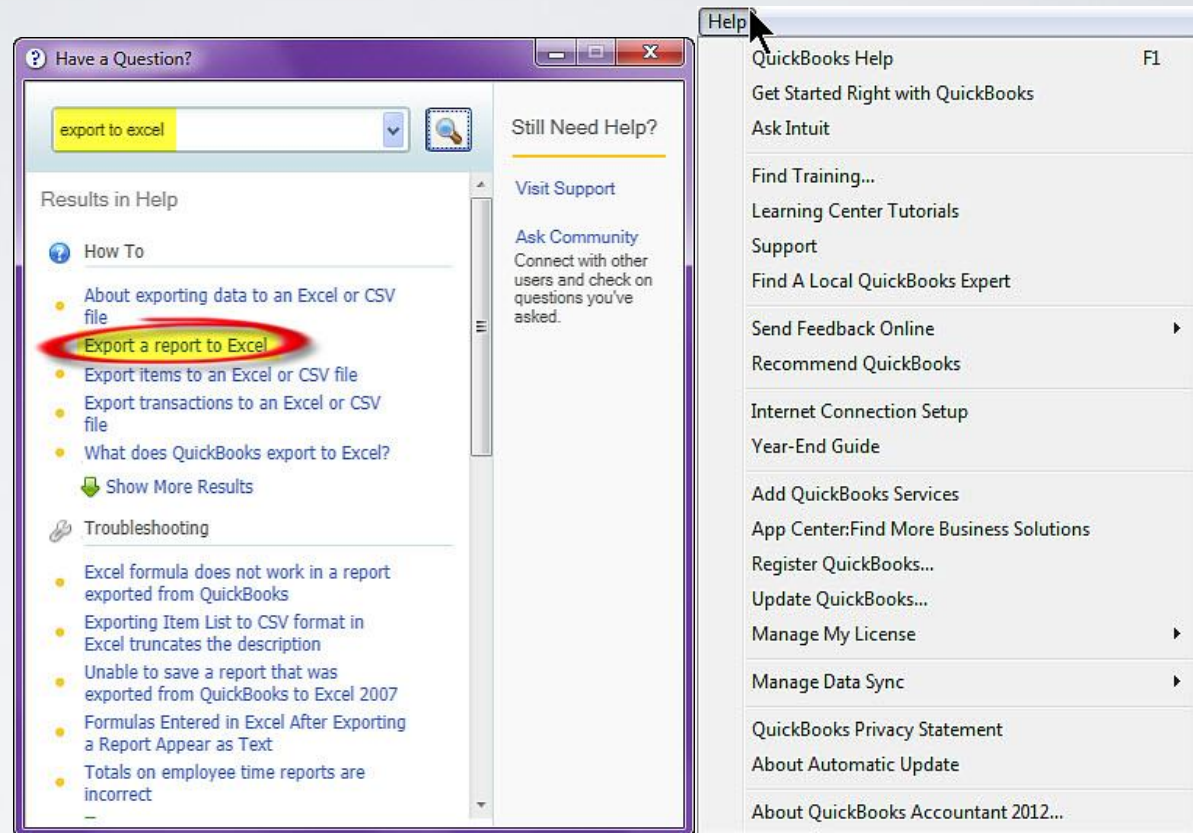
Step-by-step instructions to Export QuickBooks Reports to Excel:

- See Chapter 1, pages 1.28 - 1.30
- See INSTRUCTIONS sheet in the Reports Excel template

APP CENTER



QUICKBOOKS HELP





QuickBooks FILES

.QB**W** = QuickBooks **Working** File

.QB**B** = QuickBooks **Backup** File

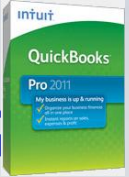
.QB**M** = QuickBooks **Mobile** (Portable) File

QUICKBOOKS BACKUPS

See Chapter 1 or Appendix B for step-by-step instructions on how to back up your QuickBooks files.



Two Ways to Do Your QuickBooks Assignments



■ Workflow

- If you are using the same computer
- And you have no errors
- Keep using the same .QBW file.

■ Restart & Restore

- If you are changing computers
- Or if you have an error
- Use the text .QBB data files to restore.



TO LEARN MORE ...

Turn to Chapter 1

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www.mhhe.com/kay2012

Visit
www.myquickbooks.me